

INGQUZA HILL LOCAL MUNICIPALITY

PROVINCE OF THE EASTERN CAPE

135 Main Street
PO BOX 14
Flagstaff
4810
TEL 039 252 0131/61
Fax 039 252 0699/279



66 Main Street.
PO BOX 7
LUSIKISIKI
4820
TEL 039 253 1568/1096
Fax No. 039 2531234

MUNICIPAL MANAGER'S OFFICE

APPLICATION FORM FOR EMPLOYMENT

TERMS AND CONDITIONS

1. The application form is designed to assist Ingquza Hill Local Municipality to select suitable candidates for any advertised position
2. This form must be completed in full, accurately and legible. All substantial information relevant to a candidate must be provided in this form. Any additional information must be provided in a CV.
3. Additional information may be requested to shortlisted candidates to assist the municipality
4. All information received will be treated with confidentiality and will not be used for any other purpose other than to assist the municipality with recruitment and selection and appointment of Directors (Senior Managers) in terms of Local Government: Municipal Systems Amendment Act No. 7 of 2011 and Regulations Gazette No. 37245 of 2014.

A. DETAILS OF THE ADVERTISED POST (as reflected in the advert)

Position for which you are applying for (as advertised)	
Reference Number	
Name of the Municipality	
Notice of service period	

B. PERSONAL DETAILS

Surname							
First Names							
ID NO. or Passport Number							
Race	African		Coloured		Indian		White
Gender	Female			Male			
Do you have Disability?							
If yes Elaborate							

Do you hold any political office in a political party, whether in a permanent, temporal or acting capacity?

If yes please provide information below

Political Party	Position	Expiry date / /
Do you hold any professional membership with any professional body? If yes provide information		No
Professional Body	Membership Number	Expiry date / /

C. CONTACT DETAILS

Preferred language for correspondence	
Telephone during office hours	

Preferred method correspondence (Mark with an X)	Post	Email	Fax
Correspondence contact details (in terms of the above)			

D. QUALIFICATION (additional information must be provided in your CV)

Name of attended/ Technical College	Highest Qualification obtained	Year Obtained
Name of Tertiary Institution	Name of Qualification	Year Obtained

E. WORK EXPERIENCE (additional information must be provided in your CV)

Employer (starting with current or most recent)	Position	From		To		Reasons for leaving
		MM	YY	MM	YY	

F. DISCIPLINARY RECORD

Have you ever been dismissed for misconduct after July 2011?	Yes	No
If yes, Name of the institution		
Type of misconduct / Transgression		
Date of resignation/ Disciplinary hearing finalized		
Award/ Sanction		

Did you ever resign from or on or after July 2011 pending the finalization of the of the disciplinary proceeding if yes provide a details on a separate sheet

Yes	NO

G. CRIMINAL RECORD

Were you ever convicted of criminal offence involving financial misconduct, fraud or corruption on or after July 2011? If Yes, provide detail on a separate sheet	Yes	No.
If yes, type of criminal act		
Date of criminal case finalized		
Outcomes/ Judgement		

H. REFERENCE

Name of reference			

I, DECLARATION

I, hereby declare that all information provided in this application and any attachment in support thereof, is to the best of my knowledge true and correct. I understand that any misrepresentation or failure to disclose any information may lead to my disqualification or termination of my employment contract if appointed.

Signature:	Date:
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